United Nations ST/IC/2018/13

Secretariat

9 May 2018

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Implementation of the new mandatory age of separation**

1. The purpose of the present circular is to inform staff members of the procedure for exercising their acquired rights following the implementation of the new mandatory age of separation of 65 years for staff members appointed prior to 1 January 2014.

2. To implement staff regulation 9.2 of ST/SGB/2018/1, on 1 January 2018 the mandatory age of separation for staff members appointed prior to 1 January 2014 was reset to 65 years in Umoja.

3. In accordance with staff rule 13.13, staff members appointed prior to 1 January 2014 have an acquired right to their normal retirement age of 60 or 62 years under article 1 (n) of the Regulations of the United Nations Joint Staff Pension Fund (Pension Fund) and may separate from service at that age or later, as indicated below, and receive a retirement benefit without the penalties associated with early retirement:

(a) Staff members who commenced or recommenced participation in the Pension Fund on or before 31 December 1989 may separate from service on retirement when they reach age 60 or any time thereafter, but prior to 65 years;

(b) Staff members who commenced or recommenced participation in the Pension Fund between 1 January 1990 and 31 December 2013 may separate from service on retirement when they reach age 62 or any time thereafter, but prior to 65 years.

4. Eligible staff members who wish to exercise their acquired right are required to provide written notice of separation as follows:

(a) At least 30 calendar days in advance of their separation date for fixed-term appointments;

(b) At least three months in advance of their separation date for permanent or continuing appointments.

* The present circular will be in effect until further notice.

5. A shorter notice period than that indicated in paragraph 4 above may be accepted.

6. Notwithstanding the minimum notice period indicated in paragraph 4 above, for workforce planning purposes, staff members who intend to exercise their acquired right are encouraged to discuss it with their immediate supervisors in advance and give notice as early as possible, and up to 12 months in advance when feasible.

7. The written notice shall be submitted to the Head of Department/Office/Mission with a copy to the Executive Officer/Director of Administration/Director or Chief of Mission Support, local human resources office and supervisor. A copy of the written notice shall be placed in the staff member's official status file.

8. Upon receipt of the written notice from the staff member, the executive or local human resources office shall initiate the relevant separation formalities.